OPI's TRAFFIC EDUCATION DATA & REPORTING SYSTEM or TEDRS

How to fill out and submit your Traffic Education Student List and Program forms ONLINE

Log on to http://data.opi.mt.gov/TrafficEducation/

Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

Welcome to TEDRS!

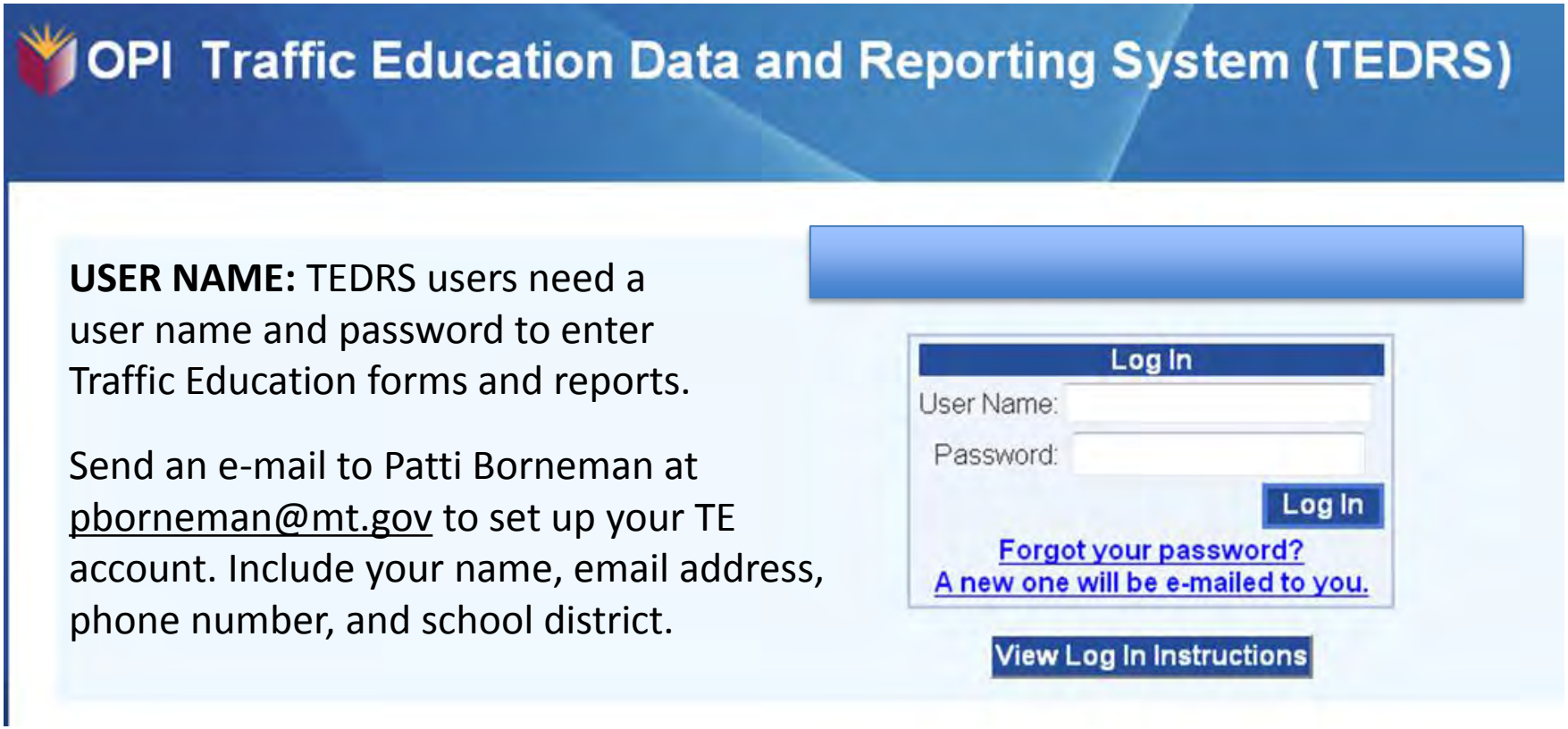
If you are a traffic education (TE) teacher, district clerk, secretary or superintendent, you can submit these forms and reports online:

- **TE01 Program Application**- Due August 1 or before TE program begins.
- **TE03 Certification & TE04 Student Lists** – Submit to the OPI when class completes. These forms are now combined and build together as the class progresses.
  - Notices of Participation are printed and submitted to the Driver Examiner with the TELL test forms when TELL permits are issued.
  - Notices of Completion are printed and submitted to the Driver Examiner at the end of each TE class.
  - CDTP-approved programs can print TELL permits.
  - Reimbursement Requests are submitted online to OPI when the TE03 Certification and TE04 Student list forms are completed.
- **TE06 Year End Report** – Due before July 10 with program and budget information for annual August reimbursement. Programs completing after June 30 will be reimbursed in August of the next fiscal year.

Getting Access to TEDRS

To log on to TEDRS, click this bar on the Traffic Education page on the OPI's website.

Getting Access to TEDRS



PASSWORD: To access TEDRS, follow the instructions sent to you by the OPI Security Officer and establish your password for the first time. If you ever forget your password, go to the log on screen and click on "Forgot Your Password?," enter your username, and a temporary password will be emailed to you. Once in the system, go to Administration, Change Password, and create your own new password.

After approval of TE01 Program Application, enter

TE03 Certification and TE04 Student List

The forms build together in TEDRS.

TE03/TE04 ARE DUE TO THE OPI UPON COURSE COMPLETION

Return to: David Huff
Traffic Education Programs
Office of Public Instruction
Denise Juneau, Superintendent
PO Box 202501
Helena, MT 59620-2501

TE01 Application for Approval
Traffic Education Program for Young Novice Drivers
For 2010-2011 School Year
Including 2011 Summer Program

DUE: OPI approval must be received before the traffic education program begins. When completed, signed and dated, return the original application to OPI. Keep a copy for your records.
ATTENTION: School districts must apply to the Superintendent of Public Instruction for approval of a Traffic Education Program for Student Drivers before the program begins in order to be eligible for state reimbursement (10.13.308

District Superintendent's Name: Kitty Logan
District Name: Drummond H S
School Name:
Mailing Address: Box 348; 109 West Edwards
City: Drummond Zip: 59832

I. TRAFFIC EDUCATION TEACHER: The traffic education teacher must have approval as a traffic education teacher prior to the beginning date of the program in order for the district to be eligible for state reimbursement (10.13.308(3), 10.13.10, ARM). Name(s) of teacher(s) to be used in the program:

Oberweiser, James J.

II. REQUIREMENTS: School districts must provide programs that meet the requirements for an approved traffic education program set out in 10.13.307 - 313, ARM, to be eligible for reimbursement, and to legally put a student driver behind-the-wheel.

		Yes	No
PROGRAM			
1.	Consists of at least sixty (60) hours of instruction, six (6) of which must be driving	☑	☐
2.	Each student will receive instruction on at least 25 separate days	☑	☐
3.	The in-traffic behind-the-wheel will be conducted over no less than 5 days, which may count as part of the total 25 days	☑	☐
4.	All students enrolled in the course will reach their 15th birthday within 6 months of course completion	☑	☐
5.	Each student will possess a proper license or permit to legally operate a vehicle on Montana roadways	☑	☐
6.	All phases of the program will be taught integrated or concurrently. (Classroom and driving will be taught simultaneously.)	☑	☐
7.	The district traffic education course is based on a current curriculum guide approved by the Office of Public Instruction	☑	☐
8.	Students meet or exceed the identified objectives listed in OPI's current Traffic Education Curriculum Guide in order to be certified as successfully completing the program	☑	☐
9.	The program is scheduled so that a sufficient number of courses are provided to allow every eligible youth within the school geographic jurisdiction an equitable opportunity to enroll	☑	☐
10.	Participates in the Cooperative Driver Testing Program (CDTP) for driver licensing purposes	☑	☐
VEHICLES			
11.	Do you own your traffic education vehicle(s)?	☑	☐
12.	If you answered "no" to number 11, does the district use the "school/dealer Vehicle Use Agreement," or its equivalent, when a loan vehicle is obtained via a vehicle dealer?	☐	☑
13.	The vehicle will be properly licensed	☑	☐
	properly insured to provide adequate protection for all concerned	☑	☐
	used exclusively for traffic education	☐	☑
14.	Vehicles will be equipped with a dual-control brake, two exterior mirrors, a first aid kit, flares or reflectors, a fire extinguisher, and an accident report form	☑	☐
15.	The vehicle will be properly identified from the rear of the vehicle with an appropriate sign	☑	☐
ORGANIZATION			

16. Indicate the start and completion dates for each program you conduct: (must be scheduled so each student receives instruction on at least 25 days.)

Semester:	Start Date:	Completion Date:
Second Semester:	04/12/2011	06/30/2011

17. Indicate when the following will be taught:

Classroom:	☐ Before school	☐ During school hours	☑ After school	☑ Summer
Behind-the-Wheel:	☐ Before school	☐ During school hours	☑ After school	☑ Summer
Other:	☐ Before school	☐ During school hours	☐ After school	☐ Summer

18. Indicate the number of hours of instruction given each student for each of the following: (must total 60 hours, 6 of which must be BTW)
Classroom: 42.00 Observation: 12.00 Behind-the-Wheel (BTW): 6.00 Simulation: .00 Other: 00.00 TOTAL HOURS: 120.00

19. DAYS: 25 Indicate the number of days of instruction each student will receive. BTW can count as part of the 25 day minimum if scheduled on separate days.

20. Indicate approximate 9th grade population: 21 21. How many students do you expect to enroll over application period?: 20

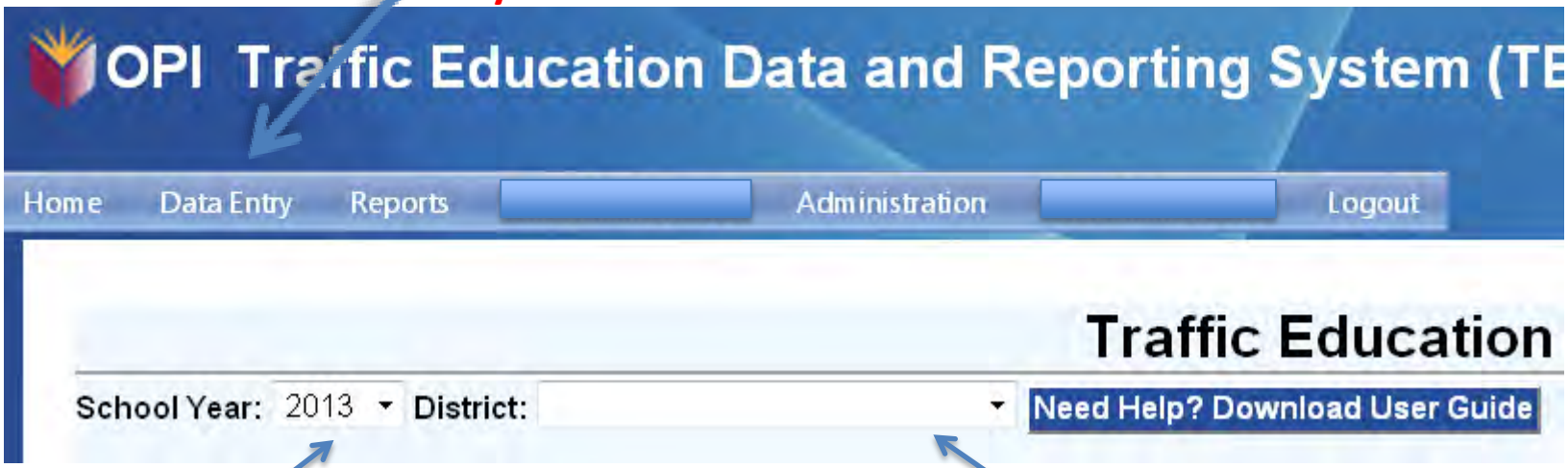
TE01(0108) Questions? Call (888) 231-9393 ext. 4432 or e-mail dhuff@mt.gov

TE03 Certification & TE04 Student List

GETTING STARTED

Log on to http://data.opi.mt.gov/TrafficEducation/

Click Data Entry and select Student List



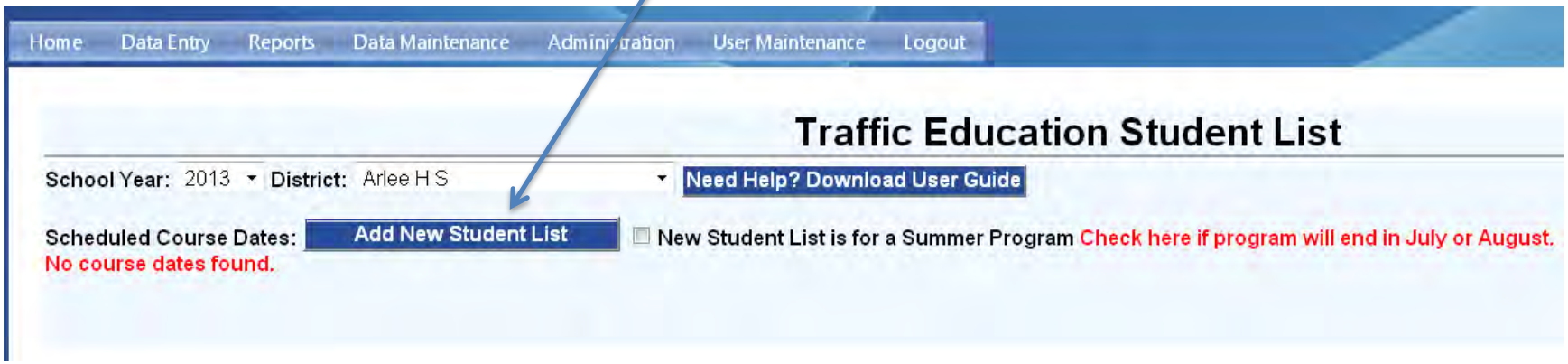
Defaults to current school year. If summer class starts after July 1, choose the next school year.

Find your school in the district dropdown box and select.

TE03 Certification & TE04 Student List

Add New Student List

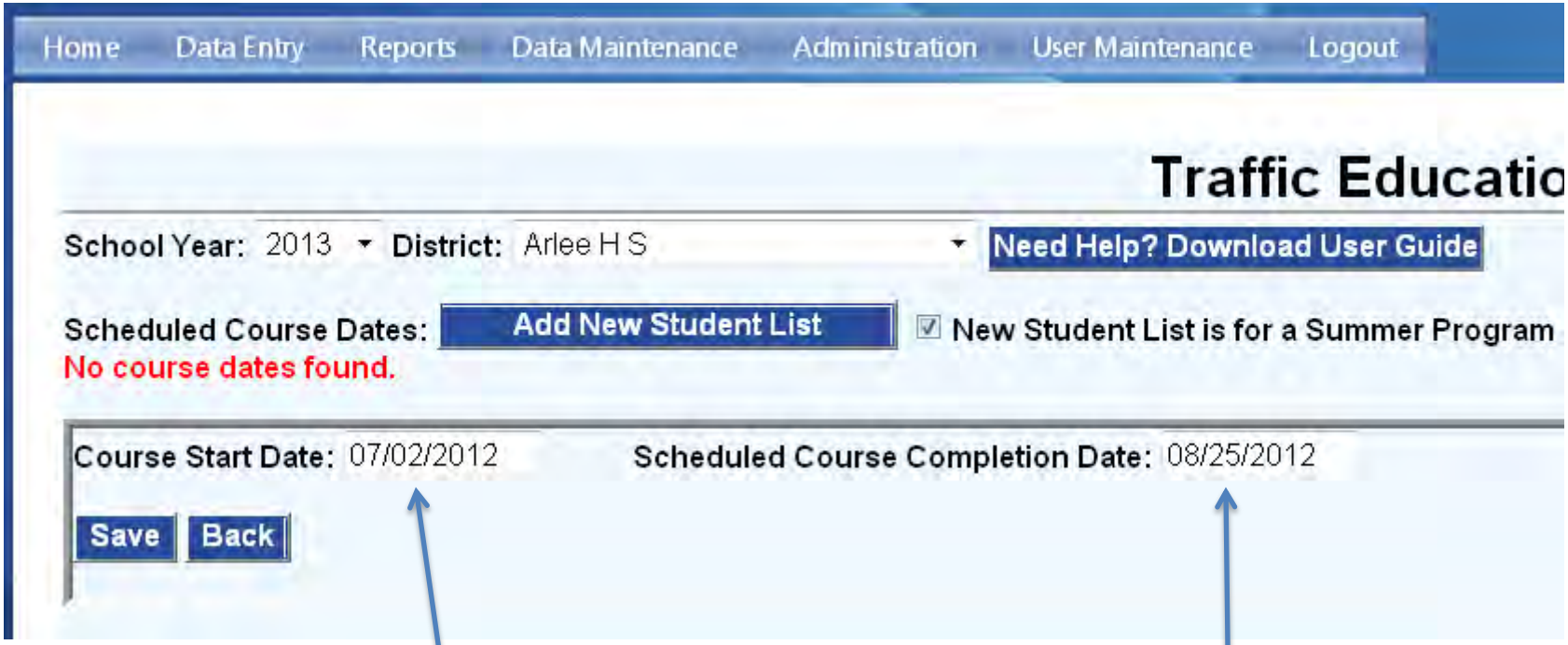
Click on the Add New Student List button to start



- *If the Student List is for a Summer course ending in July or August, check the box "New Student List is for a Summer Program"*
- *If you are unable to add a new Student List your TE program may not be approved for this school year.*
  Go to http://opi.mt.gov/Programs/DriverEd and click on ***School Program Schedule*** *to check your TE program status.*

TE03 Certification & TE04 Student List

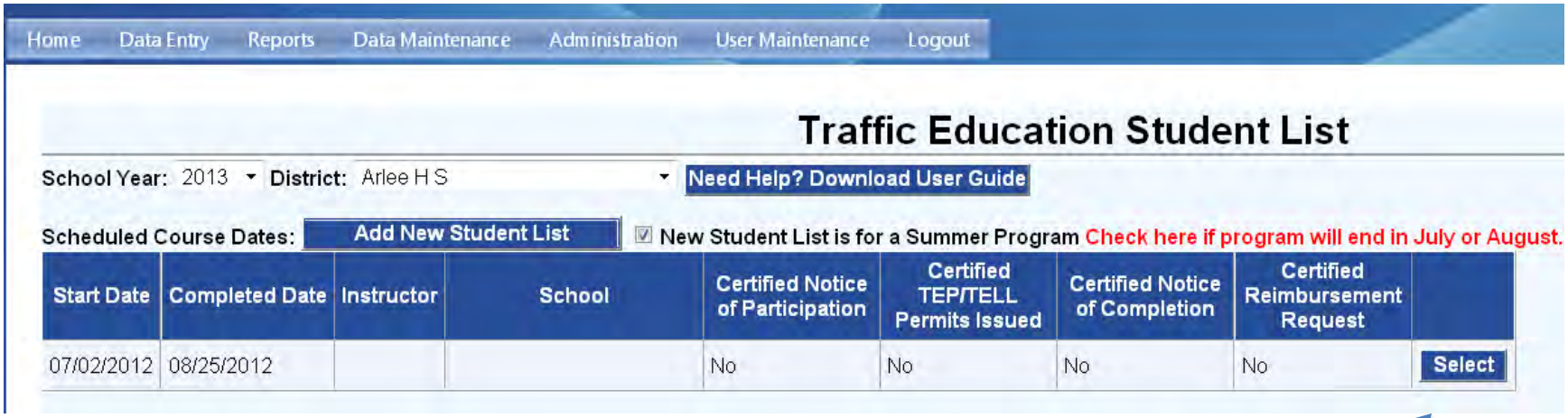
Enter Start and Completion Dates



Enter the **course start date** and the **scheduled course completion date.**
Click SAVE, then BACK.

TE03 Certification & TE04 Student List

Select Student List



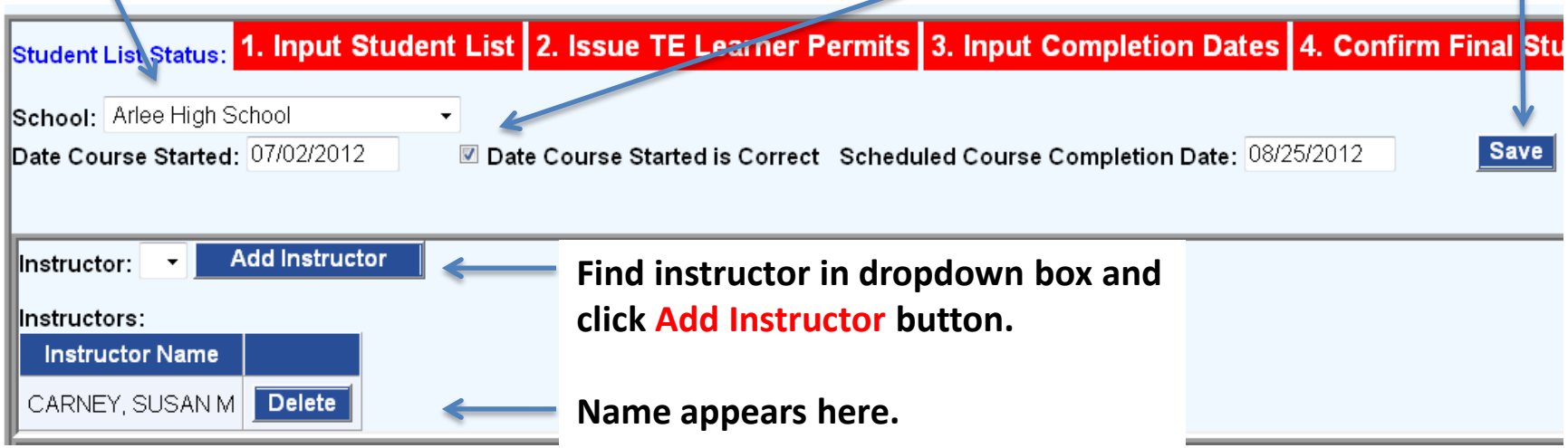
This is your school's Student List "home" screen.
Click SELECT to open the Student List.

TE03 Certification & TE04 Student List

Step 1: Input Student List

School Name, Start Date, Instructor(s) Name

Select school and verify **Date Course Started** is correct. Check box. Click **SAVE**.



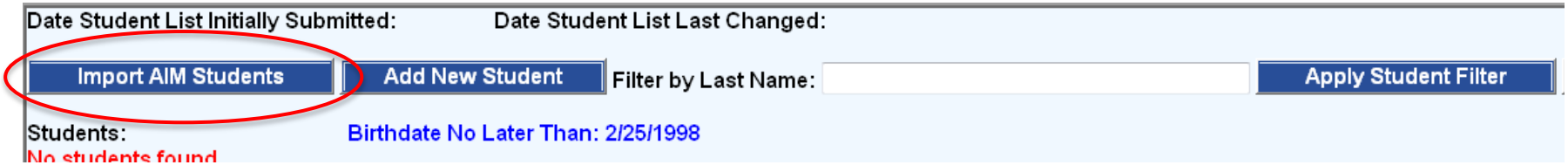
Select teacher(s) and click the ADD INSTRUCTOR button.

TE03 Certification & TE04 Student List

Step 1: Input Student List

Select Students using AIM List

Now you are ready to import or enter the students enrolled in the class.



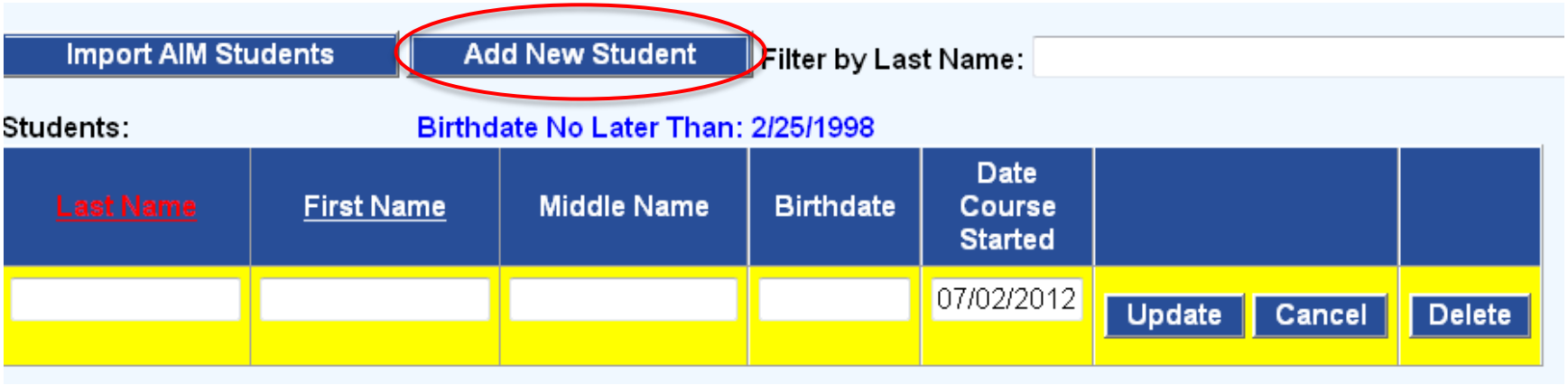
- To Import AIM Students, click on the button to select students enrolled in the district. All students of eligible age will be listed. Click SELECT to add the student. The Student List will alphabetize automatically.
- To search, type the first 1 - 3 letters of a student's last name in the *Filter by Last Name* field and click Apply Filter.
- You can sort the AIM list by Last Name rather than grade.

TE03 Certification & TE04 Student List

Step 1: Input Student List

Add Students Manually

Students not on the AIM list can be entered manually.
Click the Add New Student button to open the entry screen shown below.

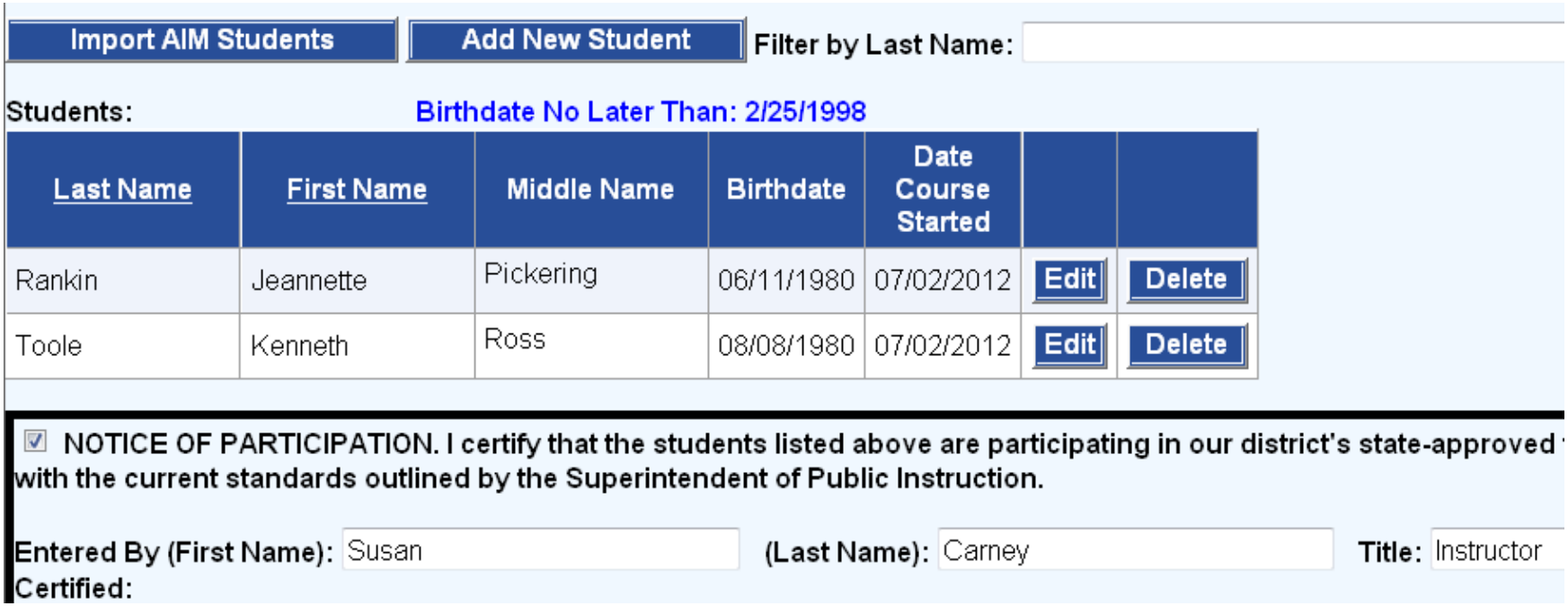


- Refer to the *Birthdate-No-Later-Than* message for the age eligibility of the student. Students must be age 14.5.
- Middle Names are optional unless your Driver Examiner requires them.
- Click UPDATE to accept the entry.

TE03 Certification & TE04 Student List

Step 1: Input Student List

Check *Notice of Participation* for TE03 Certification



When the list is done, enter your name, title, and phone number, and check the **Notice of Participation** box.

Click SAVE at the bottom of the screen. *You are done with Step 1!*

TE03 Certification & TE04 Student List

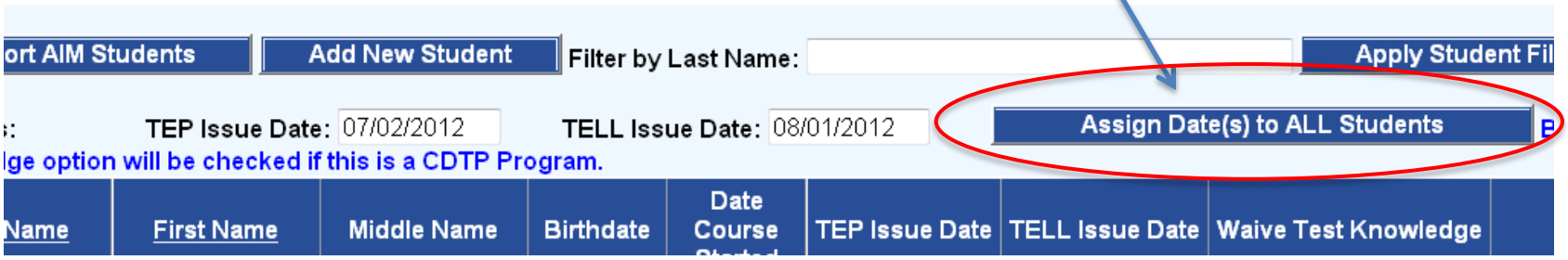
Step 2: Issue TE Learner Permits

Enter TEP and/or TELL Dates

Only those districts with CDTP* certification can administer the TELL test and issue permits.

Enter the date(s) the TEP and/or the TELL were issued.

Click Assign Date(s) to ALL Students.



*** CDTP: Cooperative Driver Testing Program**

TE03 Certification & TE04 Student List

Step 2: Issue TE Learner Permits

Certify Permits Issued and Print Student List for Driver Examiner or County Treasurer

Last Name	First Name	Middle Name	Birthdate	Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012	07/02/2012	08/01/2012	Yes	Edit	Delete
Toole	Kenneth	Ross	08/08/1980	07/02/2012	07/02/2012	08/01/2012	Yes	Edit	Delete

☑ NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved traffic education program that is esta with the current standards outlined by the Superintendent of Public Instruction.

Entered By (First Name): Susan (Last Name): Carney Title: Instructor Daytime Phon
Certified: 8/16/2012

☑ TEP OR TELL PERMITS ISSUED. I certify that TEP or TELL permits have been issued to the students on the date(s) specified on TE04 Student List above Program, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice.

Entered By (First Name): Susan (Last Name): Carney Title: Instructor Daytime Phon
Date Certified:

Verify that information is correct. Edit individual students as needed.
Check TEP/TELL box and click SAVE. *You are done with Step 2!*

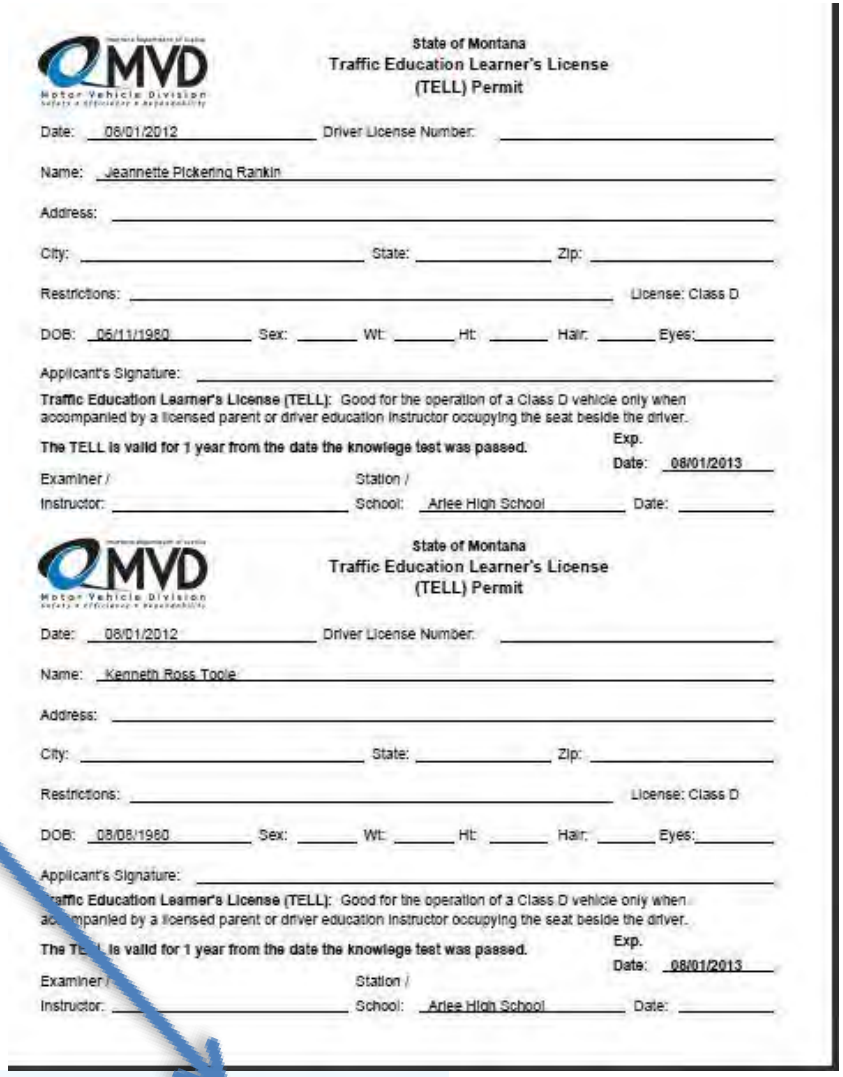
TE03 Certification & TE04 Student List

Step 2: Issue TE Learner License

Districts with CDTP* certification can administer the TELL test and issue permits.

Click the Print TELL Permits under the Certification sections

* CDTP: Cooperative Driver Testing Program



State of Montana
Traffic Education Learner's License
(TELL) Permit

Date: 08/01/2012 Driver License Number:

Name: Jeannette Pickering Rankin

Address:

City: State: Zip:

Restrictions: License: Class D

DOB: 06/11/1980 Sex: Wt: Ht: Hair: Eyes:

Applicant's Signature:

Traffic Education Learner's License (TELL): Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver.

The TELL is valid for 1 year from the date the knowlege test was passed. Exp. Date: 08/01/2013

Examiner / Station /
Instructor: School: Arlee High School Date:

State of Montana
Traffic Education Learner's License
(TELL) Permit

Date: 08/01/2012 Driver License Number:

Name: Kenneth Ross Toole

Address:

City: State: Zip:

Restrictions: License: Class D

DOB: 08/08/1960 Sex: Wt: Ht: Hair: Eyes:

Applicant's Signature:

Traffic Education Learner's License (TELL): Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver.

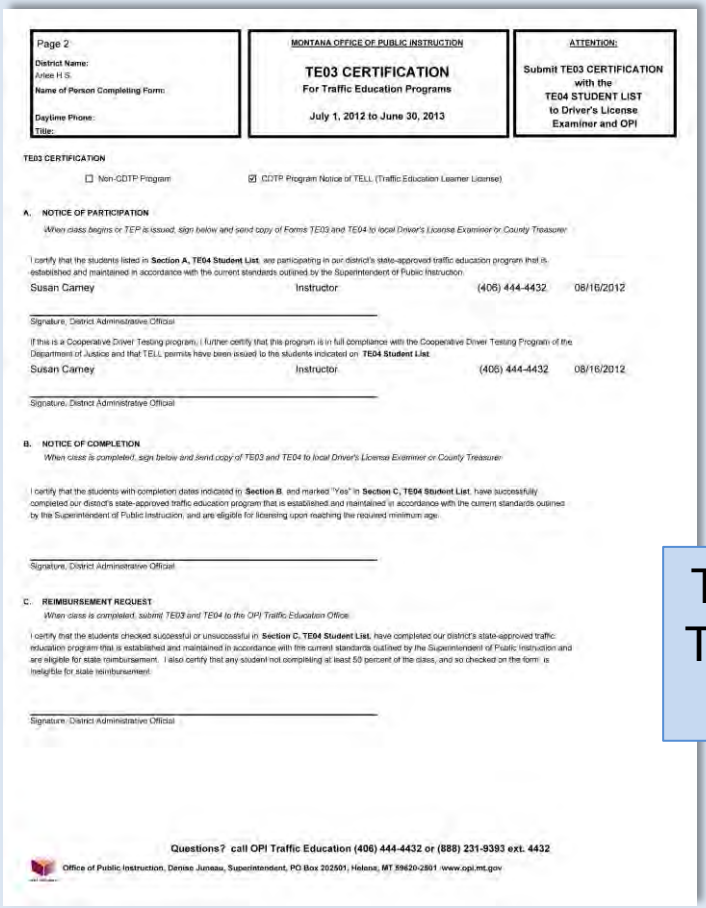
The TELL is valid for 1 year from the date the knowlege test was passed. Exp. Date: 08/01/2013

Examiner / Station /
Instructor: School: Arlee High School Date:

TE03 Certification & TE04 Student List

TE03/04 Certification & Student List

Ready for Driver Examiner or County Treasurer



Page 2

District Name:
Arlee H S

Name of Person Completing Form:

Daytime Phone:
Title:

MONTANA OFFICE OF PUBLIC INSTRUCTION

TE03 CERTIFICATION
For Traffic Education Programs

July 1, 2012 to June 30, 2013

ATTENTION:

Submit TE03 CERTIFICATION with the TE04 STUDENT LIST to Driver's License Examiner and OPI

TE03 CERTIFICATION

☐ Non-GDTP Program ☑ GDTP Program Notice of TELL (Traffic Education Learner License)

A. NOTICE OF PARTICIPATION

When class begins or TEP is issued, sign below and send copy of Forms TE03 and TE04 to local Driver's License Examiner or County Treasurer

I certify that the students listed in **Section A, TE04 Student List**, are participating in our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction.

Susan Carney Instructor (406) 444-4432 08/16/2012

Signature, District Administrative Official

If this is a Cooperative Driver Testing program, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice and that TELL permits have been issued to the students indicated on **TE04 Student List**.

Susan Carney Instructor (406) 444-4432 08/16/2012

Signature, District Administrative Official

B. NOTICE OF COMPLETION

When class is completed, sign below and send copy of TE03 and TE04 to local Driver's License Examiner or County Treasurer

I certify that the students with completion dates indicated in **Section B**, and marked "Yes" in **Section C, TE04 Student List**, have successfully completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing upon reaching the required minimum age.

Signature, District Administrative Official

C. REIMBURSEMENT REQUEST

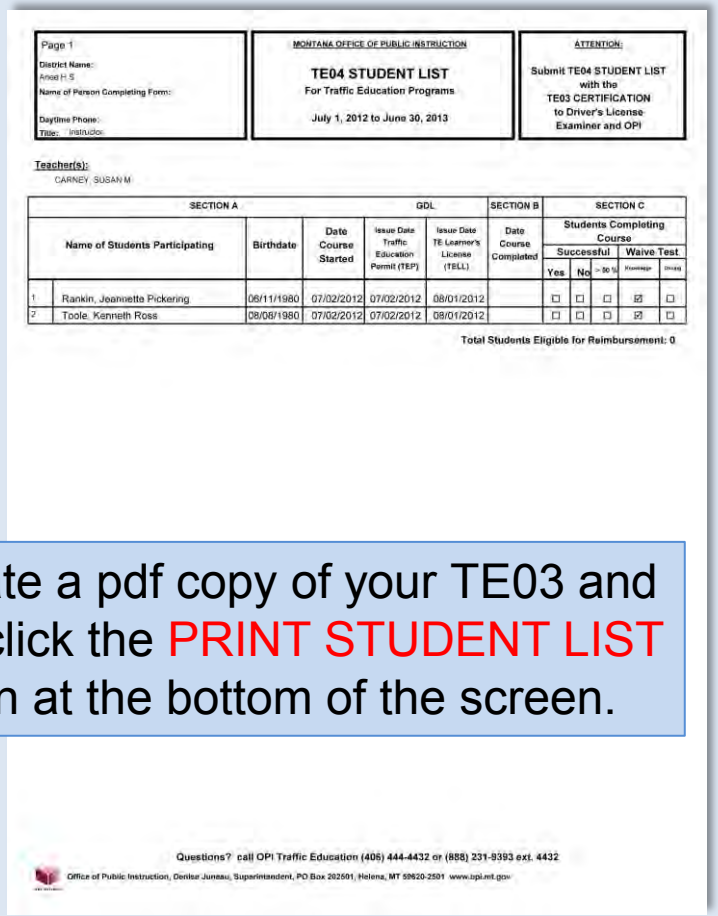
When class is completed, submit TE03 and TE04 to the OPI Traffic Education Office

I certify that the students checked successful or unsuccessful in **Section C, TE04 Student List**, have completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I also certify that any student not completing at least 50 percent of the class, and so checked on the form, is ineligible for state reimbursement.

Signature, District Administrative Official

Questions? call OPI Traffic Education (406) 444-4432 or (888) 231-9393 ext. 4432

Office of Public Instruction, Denise Juneau, Superintendent, PO Box 202501, Helena, MT 59620-2501 www.opi.mt.gov



Page 1

District Name:
Arlee H S

Name of Person Completing Form:

Daytime Phone:
Title: Instructor

MONTANA OFFICE OF PUBLIC INSTRUCTION

TE04 STUDENT LIST
For Traffic Education Programs

July 1, 2012 to June 30, 2013

ATTENTION:

Submit TE04 STUDENT LIST with the TE03 CERTIFICATION to Driver's License Examiner and OPI

Teacher(s):
CARNEY, SUSAN M

	SECTION A			GDL		SECTION B	SECTION C				
	Name of Students Participating	Birthdate	Date Course Started	Issue Date Traffic Education Permit (TEP)	Issue Date TE Learner's License (TELL)	Date Course Completed	Students Completing Course				
							Successful		Waive Test		
							Yes	No	= 80 %	Knowledge	Driving
1	Rankin, Jeannette Pickering	06/11/1980	07/02/2012	07/02/2012	08/01/2012		☐	☐	☐	☑	☐
2	Toole, Kenneth Ross	08/06/1980	07/02/2012	07/02/2012	08/01/2012		☐	☐	☐	☑	☐

Total Students Eligible for Reimbursement: 0

Questions? call OPI Traffic Education (406) 444-4432 or (888) 231-9393 ext. 4432

Office of Public Instruction, Denise Juneau, Superintendent, PO Box 202501, Helena, MT 59620-2501 www.opi.mt.gov

To create a pdf copy of your TE03 and TE04, click the PRINT STUDENT LIST button at the bottom of the screen.

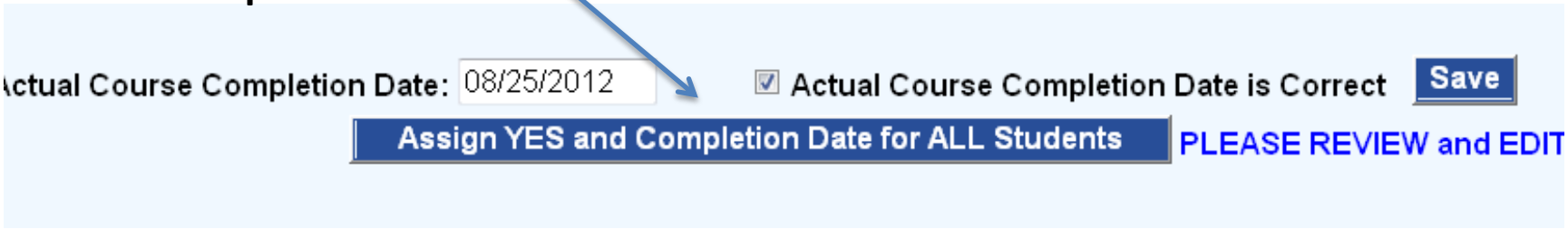
TE03 Certification & TE04 Student List

Step 3: Input Completion Dates

Finalize Student List showing Student Progress

If **Course Completion Date** has changed, enter final date and verify by clicking box and then SAVE.

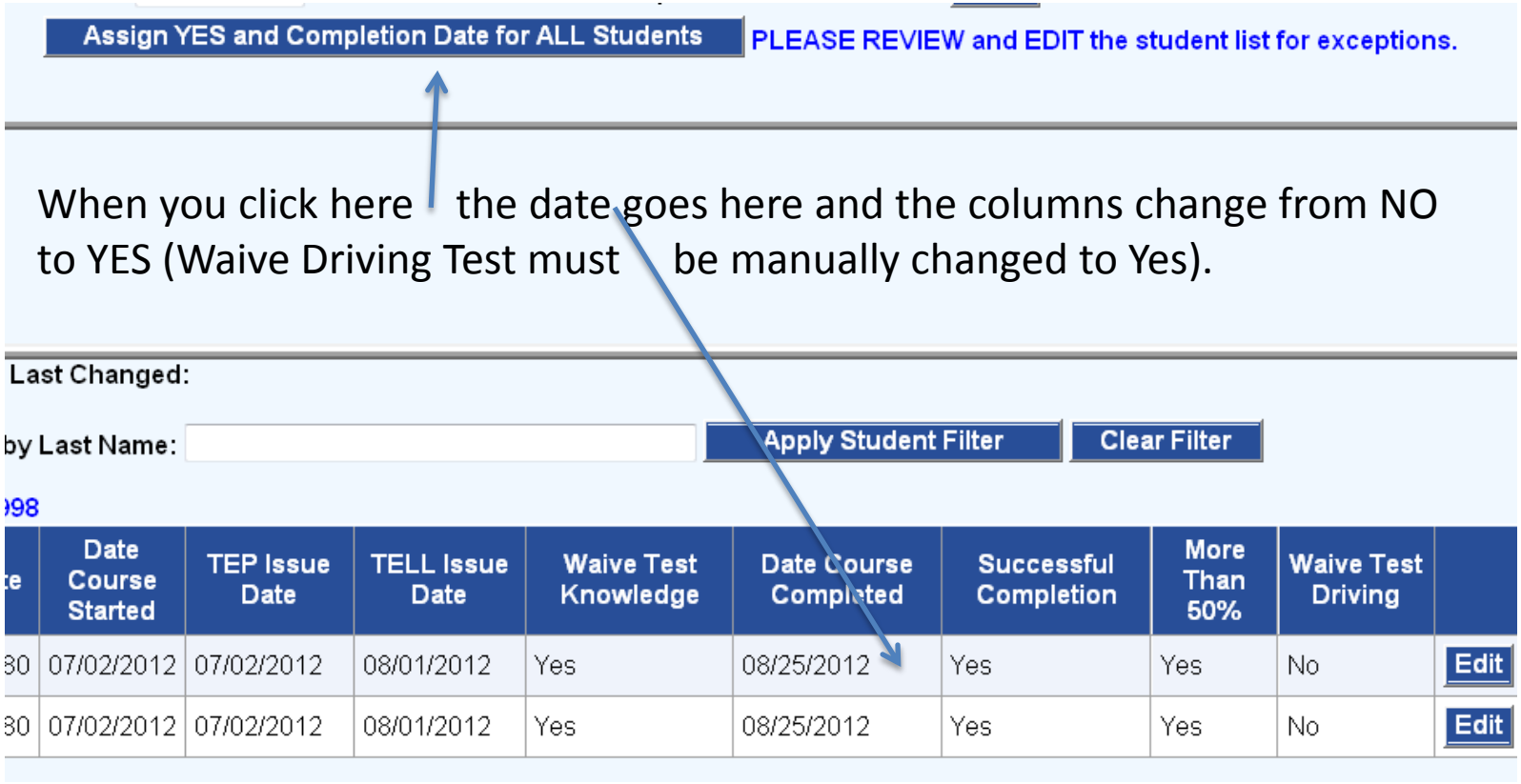
Then, click this long blue button to automatically enter the date into the form's **Date of Completion** column.



TE03 Certification & TE04 Student List

Step 3: Input Completion Dates

Finalize Student List showing Student Progress



	Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge	Date Course Completed	Successful Completion	More Than 50%	Waive Test Driving	
30	07/02/2012	07/02/2012	08/01/2012	Yes	08/25/2012	Yes	Yes	No	Edit
30	07/02/2012	07/02/2012	08/01/2012	Yes	08/25/2012	Yes	Yes	No	Edit

TE03 Certification & TE04 Student List

Step 3: Edit Individual Students

Finalize Student List showing Student Progress

Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge	Date Course Completed	Successful Completion	More Than 50%	Waive Test Driving	
07/02/2012	07/02/2012	08/01/2012	Yes	08/25/2012	Yes	Yes	No	Edit
07/02/2012	07/02/2012	08/01/2012	☑	08/25/2012	◉ Yes ○ No	☑	☐	Upd

If a student fails the Knowledge Test, uncheck this box.

If a student has a different completion date, change it here.

If a student did not successfully complete the course, click No.

If a student passes the Driving Test, check this box.

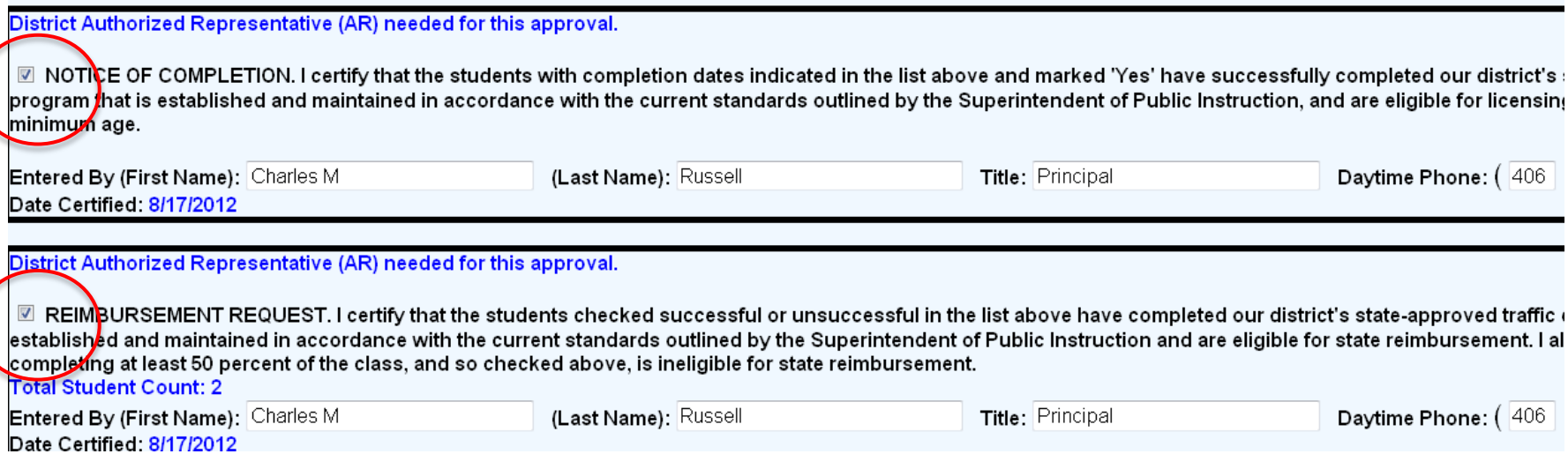
When done editing, click UPDATE.

If a student dropped the course before they could complete 50% of the classroom instruction and 50% of the drives, uncheck the More Than 50% box.

TE03 Certification & TE04 Student List

Step 4: Confirm Final Student List

Check the last two certifications to finalize the list


District Authorized Representative (AR) needed for this approval.

☑ NOTICE OF COMPLETION. I certify that the students with completion dates indicated in the list above and marked 'Yes' have successfully completed our district's program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing minimum age.

Entered By (First Name): Charles M (Last Name): Russell Title: Principal Daytime Phone: (406

Date Certified: 8/17/2012

District Authorized Representative (AR) needed for this approval.

☑ REIMBURSEMENT REQUEST. I certify that the students checked successful or unsuccessful in the list above have completed our district's state-approved traffic established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I al completing at least 50 percent of the class, and so checked above, is ineligible for state reimbursement.

Total Student Count: 2

Entered By (First Name): Charles M (Last Name): Russell Title: Principal Daytime Phone: (406

Date Certified: 8/17/2012

- When all the student data is updated and final, check the **Notice of Completion** and **Reimbursement Request**, electronically sign the certification and click SAVE. *You're done with Step 4!*
- You can now print the form for the Driver Examiner or County Treasurer.

AND

- You can print Certificates of Completion for the students.

TE03 Certification & TE04 Student List

Print Certificates of Completion

Montana Traffic Education

Certificate of Completion

Jeannette Pickering Rankin, Birthdate 06/11/1980, successfully completed the Arlee High School Traffic Education Program which was conducted from 07/02/2012 through 08/25/2012.

An approved Montana Traffic Education program consists of:

- a minimum of **25** instructional student-contact **days for each student**,
- at least **60 hours** of structured **Traffic Education learning experiences**,
- including **6 hours of in-traffic Behind-The-Wheel (BTW) training**,
- all provided by a Montana Office of Public Instruction approved Traffic Education instructor.

08/25/2012

Traffic Education Teacher Signature — Date

Arlee High School

TE03 Certification & TE04 Student List

Thank you for submitting your Student List and Certifications via the OPI's TRAFFIC EDUCATION DATA AND REPORTING SYSTEM (TEDRS)!

Questions – call OPI-Traffic Education (406) 444-4432

Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov